

Mathematical Sciences, January 15, 2015 Agenda

New Administrative Assistant – Welcome Marta Maaza

Spring Enrollment

Committee Updates

Academic Senate Nominations (we have a vacancy)

Compton Educational Center Updates

Mesa Updates

Evaluations and Procedures

Fall Assignments

Calculator Loan Program

Meeting Dates for Spring, 2015

Textbook Requisitions

Computer Lab Usage/Needs

Tutoring Update

Conference Updates

Announcements

1. Office Hours (post on office door and inform division office)
2. Adding Students, please encourage to complete away
3. No smoking on campus policy (to go into effect soon)
4. Assigned classrooms, desks and chairs
 - a. Do not switch rooms. There is a campus room book that must be updated. If questions, contact front office.
 - b. Most room has 40 desks and 40 chairs. Please do not add or remove desks and chairs
 - c. Turn off projector, document camera, etc when done
5. 3-D Printed Car to visit ECC on January 26, 2015, on Library Lawn, 12:00 pm – 5:00 pm
6. Volunteer needed to serve on hiring committee for Music
7. Reminder about 200 copies per semester (Codes have been reset)

EL CAMINO COLLEGE
MATHEMATICAL SCIENCE DIVISION FLEX DAY MEETING
January 15, 2015

Present: Eduardo Barajas, Michael Bateman, Lynn Beckett-Lemus, Carl Broderick, Susanne Bucher, Jeffrey Cohen, Jill Evensizer, Junko Forbes, Greg Fry, Milan Georgevich, Massoud Ghyam, Megan Granich, Hamza Hamza, Linda Ho, Anna Hockman, Bob Horvath, Judy Kasabian, Lars Kjeseth, Bob Lewis, Zach Marks, Alice Martinez, Art Martinez, Matthew Mata, Trudy Meyer, Ashod Minasian, Benjamin Mitchell, Ed Morales, Kaysa Moreno, Jasmine Ng, Greg Scott, Aban Seyedin, Arkadiy Sheynshteyn, Ambika Silva, Jackie Sims (Dean), Satish Singhal, Ralph Taylor, Susan Taylor, Susie Tummers, Lijun Wang, Paul Yun

Absent: Sue Bickford (emergency leave), Kris Numrich (emergency leave)

Part-Time Faculty: Christie Yang, Manolita Formanes

NEW ADMINISTRATIVE ASSISTANT

Marta Maaza is the new Administrative Assistant for the Math division.

SPRING ENROLLMENT

Enrollment is low campus wide. Math cancelled 13 sections. There are still a couple sections at risk of cancellation.

Math may offer late start classes that begin in the 2nd week of the semester depending on student interest. Encourage students to fill out a student interest survey located in the division office.

COMMITTEE UPDATES

Department Curriculum Committee has no updates. Anna Hockman will contact committees that are due for a course review.

Math 25 was inactivated.

Fall SLOs are due in TracDat on 2/9/15. Faculty will receive flex credit for attending TracDat sessions to input SLO information.

The communication ILO will be assessed this semester. Courses that align with the communication ILO and that are being assessed this semester may be asked to participate. More information will be coming soon. Susanne will send out a reminder email to all course

coordinators regarding fall SLO and PLO reports due in TracDat by Monday 2/9/15. This semester Committee D will be assessing SLO #1, CM2 will be assessing SLO #4 and PLO #2, CM3 will be assessing all SLO's for Math 115 and 116 and all PLO's, Engineering will be assessing SLO #2 and PLO #2 and CSCI 30 and CSCI 40 will be assessing SLO #2. The DLOACC meeting is scheduled for Tues. 1/27/15.

ACADEMIC SENATE NOMINATIONS

Alice Martinez called for nominations/volunteers for an additional Academic Senate representative. Ben Mitchell and Matthew Mata volunteered.

COMPTON EDUCATIONAL CENTER UPDATES

There was no CEC representative at this meeting due to the CEC meeting being held at the same time.

MESA UPDATES

Arturo Hernandez will provide a MESA update at a later time.

EVALUATIONS AND PROCEDURES

J. Sims will distribute the Spring 2015 faculty evaluation assignments soon.

The evaluation process has changed for probationary full-time faculty. There will be two meetings that take place in terms of the evaluation conference.

The faculty contract also states that when tenured instructors are evaluated, it is advised to have two observations.

FALL ASSIGNMENTS

The only class that has been assigned for Fall 2015 is Engineering 9 with Jill Evensizer.

Math 160 will be changed to Math 165.

The schedule is due mid-February.

CALCULATOR LOAN PROGRAM

The calculator form has been updated. Instructors must use the updated form as they list specific dates in regards to Spring 2015. The form will be emailed and hardcopies will be available in the mailroom.

Funding for additional calculators was approved. Since there is a surplus in the calculator loan program, the new calculators will be for faculty use.

MEETINGS DATES FOR SPRING 2015

Meeting invites will be sent via Outlook calendar.

TEXTBOOK REQUISITIONS

Bonnie Mercado has received all textbook orders and requests. She emailed the bookstore report to faculty and left hardcopies are in the mailroom for review. Contact B. Mercado with any discrepancies.

TUTORING UPDATE

In class tutors for Math 12, 23 and Math 37 will be provided. Eric Wang has staffed tutors for almost all classes and is currently interviewing to fill the remaining.

TA's will be provided for large lecture classes to assist with clerical tasks like taking roll, collecting homework, etc.

Tutoring hours have been extended to open earlier and close later. There is also tutoring services available during some weekend hours.

CONFERENCE UPDATES

There will be a Brown Bag session (date TBD) for any faculty members who would like to share updates/experiences from conferences attended.

L. Kjeseth will share his experiences from his sabbatical in South Africa during the Brown Bag session.

ANNOUNCEMENTS

- **Hiring Update**

The deadline for the FT math instructor position is 1/5/15. The committee has been organized and will meet to finalize the interview questions. The final interview date was changed to 4/20/15.

An Associate Dean of Math will be recruited. Current faculty should consider applying.

- **Office Hours**

Provide office hours to B. Mercado. The division office will post them on classroom doors. After 1/16/15, faculty will be responsible for posting their own office hours.

- **Adding Students**

Encourage students to complete add codes right away. The late add codes are rarely approved. Add codes should be in faculty mailboxes by 1/16/15.

- **No-Smoking Policy**

The campus wide no-smoking policy has been discussed at Academic Senate and is close to being finalized. There will be a ban on all smoking devices for students, faculty and staff.

- **Assigned Classrooms**

Classrooms should not be switched without notification to the division office. The campus room book must be updated with changes. Temporary switches should be emailed to B. Mercado.

Chairs and desks should not be added or removed from the classrooms.

Reminder to turn off the projector and document camera at the end of each class. Classrooms should be kept clean. Encourage students to throw away bottles, paper, etc.

Classroom tech issues should be sent to B. Mercado via email. As of now, all projectors and doc cams are working.

- **Volunteer needed to serve on hiring committee for Music:**

The Dean of Fine Arts is requesting math representation on the hiring committee for Music. Inform J. Sims if interested.

- There will be a 3-D Printed Car visiting ECC on 1/26/15 on the Library Lawn from 12:00 pm – 5:00 pm

COMPUTER LAB USAGE

A survey will be developed to determine instructor interest in bringing their classes to the computer lab. The results will be presented to the budget committee as evidence is needed before additional computer labs are approved.

REMINDERS

Printing codes have been reset. Faculty are limited to 200 copies per semester on the division office printer. Copies for committee meetings will use a different code. The Copy Center should be used for all copying needs, however, they do not accept email orders anymore so requests should be sent through campus mail.

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